Pomodoro time management technique

If you find it hard to concentrate on work for long periods of time, try using the Pomodoro technique to manage your time and to help you focus.

The Pomodoro process

1. Choose a task you would like to complete and that needs your full attention
2. Set a timer for 25 minutes and put aside all distractions
3. Work on your task until the timer rings
4. Take a short break, around five minutes. Move around or make a drink, but don't work
5. Repeat this process 3-4 times
6. Take a longer break of 20-30 minutes
7. At the end of this process, reflect on whether it worked for you. Did you achieve your goals?

What are the advantages of using this technique?

- You set yourself manageable periods of work and actively avoid interruptions
- If you have a short attention span, using the Pomodoro technique can help you to focus
- There is less chance of experiencing burn out from long working periods
- Regular breaks refresh your thinking and encourage you to move instead of sitting still for hours
- You can plan your tasks according to how many rounds of Pomodoro they take

What does 'Pomodoro' mean?

Francesco Cirillo, the Italian student who created the technique, first used a tomato-shaped kitchen timer. As the Italian word for tomato is *Pomodoro*, the name stuck!

Is there anything else to help me?

There are a range of online tools and phone apps which you might want to use to help you.

The Student Academic Skills team enjoy www.tomatotimers.com which offers a cheerful tomato animation to accompany your studying. There are many 'Study With Me' videos on YouTube which encourage you to work with a timer and take breaks.

You can find more information about the process at: www.francescocirillo.com/pages/pomodoro-technique